

INSTRUCTIONS FOR COMPLETING CREATE/CHANGE ARTICLE REQUEST FORM

Company Code

Please enter the Company Code to which the cost center reports.

CHANGE or NEW

Indicate if the Article is NEW or it needs to be adjusted/edited.

Existing

Indicate if the Article already exists in the AIMS database and you just need it listed to your site.

Existing Article #

This is the 7 digit number that identifies the Article. Generated by the AIMS system for every Article available. Articles are listed to a site through the use of Mdse Categories but may also be listed directly to your site.

Company Code

Site #

Number generated by SAP to designate the area where the articles are to be delivered and stored. Close to what was, in the past, called an activity.

Site Name

The name of the Site provided by local MWR representatives.

Article Description (Name)

Entered during the creation of the Article Master. This might not be in the form you are used to. For example, if your description reads "12 oz cans of Budweiser", you might now see "Beer, Budweiser, 12 oz can". This approach to the descriptions was done to put help sorting and categorizing.

POS Description

This is what will print on the POS receipt.

Merchandise Category Description

If possible, identify the merchandise categories for the article. The Merchandise Categories are set up as a way to separate articles into logical divisions.

This will help identify the changes/updates needed to the mapping table for goods movements/COGS to ensure all sales of articles/services are correctly recorded. For example, if the new cost center you are requesting is for the Vet Clinic Resale include merchandise category 4010401 (Merchandise Vet) and/or 4010402 (Medical Vet).

Merchandise Category Number (#)

Number that identifies a Merchandise Category (MC).

Base Unit of Measure

This is the smallest unit that can be used for inventory purposes excluding recipes, which will be controlled in POS not in SAP. These are entered as part of the article creation process.

Order Unit of Measure

This is the unit of measure you order a product. This must be a multiple of the Base Unit of Measure. For example, a case of soda contains 24 cans. Base Unit of Measure is 1 EA and the Order Unit of Measure is 1 CS that equals 24 cans.

Vendor Number

The SAP/AIMS I.D. for a specific vendor.

Vendor Article Name

The actual name of the vendor.

Vendor Article Number

Number a vendor uses to identify a product.

Cost Per Order Unit of Measure

This is the actual cost of the Order Unit of Measure. After the “Go Live” date and invoices have been processed, this field will be populated based on a combination of the initial unit cost plus the unit costs from recent purchases to calculate a moving average cost of the Article. A key to this process is entering the correct cost at the time of physical inventory.

Reorder Point

This is the level at which you want the system to automatically reorder this specific product. Thy system will create a purchase order for you to review and authorize.

Maximum Stock Level

This is the amount of stock the system will not allow you to order over. For example, you have 10 widgets on hand and your Safety Stock is 30. This means you need to order 20. However, the order units are 15 EA. The system will only allow you to order 1 unit of 15.

Safety Stock

This is the lowest stock level you want. The system will use this field to calculate the reorder amount. For example, you have 10 widgets on hand and your reorder point is 12 and Maximum Stock Level is 20. The system will create a purchase order for 10 (10 on hand – 20 Max Stock).

Planned delivery time

This is the number of days you expect to receive the product once you are below your reorder point.